



# New Hampshire Department of Transportation Qualified Products List

## Product Submittal Guide

This document is intended to provide guidance to manufacturers and/or distributors who wish to submit their products for possible listing on the Department's Qualified Products List (QPL).

Any manufacturer can submit a product for consideration and possible addition to the Department's QPL. All products within a given QPL product category are evaluated against the same qualification criteria. Every effort has been made to assure that this process provides an equal opportunity for all manufacturers. It should be noted that submitted products that do not fit into an existing QPL product category might not be evaluated. In those cases, product information will be maintained on file for possible future reference.

The Department's QPL webpage provides access to specifications, qualification criteria, and the QPL Product Submittal form. It is recommended that submitters review any referenced specifications and qualification criteria to determine if their product may be suitable for a particular QPL product category and what the product submittal must include. The QPL webpage can be found at: <http://www.nh.gov/dot/org/projectdevelopment/materials/research/products.htm>

The QPL Product Submittal form must be included in any product submittal package. Failure to provide all requested information may delay or prevent evaluation of the product.

### **Important!**

The product name on all submittal documents must be exactly the same as that shown on the product label. Any abbreviation, additional designation, or other changes will be considered to be referring to a different product. Changes or variations in product name will not be accepted unless notarized documentation of the change is provided to the Research Supervisor.

Qualification criteria may change as the Department's needs evolve. Changes in qualification criteria may require that products currently listed on the QPL be reevaluated to determine if they meet the new criteria. Submitters are encouraged to review current qualification criteria and specifications at the time of product submittal.

Scheduling of an evaluation is solely dependent on the Department's needs and priorities.

The use of a product in the course of an evaluation does not constitute an endorsement by the Department nor does it imply a commitment to purchase, recommend, or specify the product in the future.

It is the responsibility of the manufacturers of qualified materials to provide the Department with updates of product and manufacturer information. This includes name changes and reformulations. Failure to do this may result in the product being removed from the QPL.

Evaluations are uniformly and impartially administered.

#### General submittal procedure

- Review relevant specifications and qualification criteria for the product type.
- Fill out the QPL Submittal form completely.
- Provide any product literature that may be relevant to evaluation of the product.
- Provide MSDS for products where applicable.
- Provide any additional information, such as independent test results, as required by the qualification criteria for the product category.
- **Do not send samples unless specifically requested to do so.**
- Send the submittal package to:

Research Supervisor  
Bureau of Materials and Research  
New Hampshire Department of Transportation  
PO Box 483, 5 Hazen Drive  
Concord, NH 03302-0483

The Department will review the submittal package. If necessary for further evaluation, the Department may request a product sample.

- Samples shall be in original “off-the-shelf” packaging. Prepared samples that are not packaged as sold to consumers will not be accepted. The sample shall be of the smallest commercially available container that provides enough for testing.

Data resulting from an evaluation of a submitted product is public information and will not be considered privileged. The NH DOT may, at its discretion, release all information developed during the product evaluation. For example, the AASHTO Product Evaluation List (APEL) is a repository of findings from evaluation and testing of new and/or proprietary transportation products that have been conducted by various State Departments of Transportation.

Questions regarding the QPL can be directed to the Research Supervisor at [wreal@dot.state.nh.us](mailto:wreal@dot.state.nh.us) or by calling (603) 271-3151.